

Dear Parents/Carers,

I'm very excited to welcome our children back to school in September. It will give us all a sense of 'normality' – if we can remember what that looks like!

This letter should be read alongside my video which will give you a feel of how things will look when we return.

The Government guidelines are very clear about the systems and procedures we implement across the school. These systems are to keep your children, our parents and my staff safe.

Please adhere to them.

### **GOVERNMENT GUIDANCE - How we've implemented it**

- **Class bubbles**
  - Each class will form a bubble. The children will be with their class teacher and teaching assistant.
  - Children will be seated in rows that face the front. They will be discouraged from working face to face or side on with their peers.
  - The bubbles cannot mix with other bubbles. Children will not be allowed to play with children from other classes, even those of the same year group.
- **Handwashing and cleaning**
  - Children will be encouraged to wash and sanitise their hands regularly.
  - Staff will clean high contact points regularly, such as light switches, door handles etc.
  - Staff will also clean communal areas such as sinks, toilets and handrails.
- **Social distancing**
  - From September we will have a **NO TOUCHING** policy where children will be encouraged not to touch adults or their peers.
  - The guidance states, however, this is very difficult to enforce with small children.

### **MEASURES IN THE CLASSROOM**

- **Reading books**
  - In September we will be sending reading books home again but it will work slightly differently than before.
  - When children have finished their books, they bring them back into school and place them in the 'quarantine' box. The books stay in this box for a week. That way, we know the books are 'clean' from potential contamination.
  - When children have brought in their books, they are free to take another book home. They do this as often as they choose.
  - **Reading diaries will not be filled in by teachers and should remain at home.**
  - Teachers will hear children read during the week with the child's reading book they keep in school.

- **Trips, swimming and visitors**
  - Although the guidance allows educational trips, at Moat Hall we have taken the decision to postpone these until further notice.
  - Swimming will also be postponed until further notice.
  - Visitors to school will be kept to a minimum. We will allow external agencies such as social workers, speech therapists, school nurse etc. but at this stage we are not allowing volunteers in school.
  
- **Extended services**
  - Breakfast club and after school club is still operating as normal.
  - Please use the booking forms available on the website.
  
- **Face coverings**
  - It states in the guidance that children do not need to wear face coverings. If a child comes to school in a mask, they will be asked to remove it and put it in their bags.
  
- **Uniform**
  - From September all children will be required to wear full uniform. Uniform order forms are available on the website.
  
- **PE days and forest school days**
  - When your child has PE or forest school (more information will follow as to which days these are) your child can come to school in their PE kits or forest school clothes. This is to avoid children changing their clothes in school.
  
- **What to bring with them**
  - We are not using the lockers at the moment. Whatever, the children bring to school with them, they keep with them in the classroom.
  - Please keep this to a minimum:**
    - Bags (including book bag)
    - Lunchboxes
    - Water bottles
    - Hats
    - Coats
    - Books
    - Mobile phone (only if they walk home alone). These should be signed in at the office as normal.
  
- **Attendance**
  - The guidance states that attendance is **compulsory** for all children – **without exception**.

## RULES FOR DROPPING OFF AND PICKING UP YOUR CHILDREN

***\*PLEASE ENSURE YOU ARE ON TIME TO DROP OFF AND PICK UP YOUR CHILDREN.\****

There is a greater risk of contaminating the bubbles when children arrive late to school. Could you also try to arrange appointments for before or after school as again, this could increase the risk of contamination within the bubbles.

### DROPPING OFF

- We are still operating a one way system. We have found this to be very useful in keeping all parties safe.
- The main gates on Johns Lane will be closed at 8.30am **prompt**.
- Park Lane gate is open at 8.30am. It will be closed at 8.50am **prompt**.
- You have a 20 minute window to bring your children to school **on time**.
- Can I remind parents of the following rules we have when you are on the premises:
  - Only **1 adult** per child to pick up and drop off
  - Maintain **social distancing** whilst on the premises. These are clearly marked on the footpaths.
  - **Keep your children with you**. Don't let them run off or ahead.
  - When you are picking up your child, please **move along the line** as no one can get passed you.
  - **No dogs** (guide dogs excluded) are allowed on the premises.
  - If your child will not leave you, unfortunately, **staff cannot take your child off you** as they would normally do. You'll have to take your child home and try again tomorrow. The exception to this is new starters in nursery.

### PICKING UP CHILDREN

There is the same one way system in operation. There is no vehicle access to the site from 3.05pm.

#### KS1 children (year 1 and 2)

- Your child will be dismissed at 3.05pm
- They will be dismissed from the KS1 playground
- Parents will line up as they do already and when the children are on the playground, they will be dismissed to you.
- Parents will carry on out through the car park.

#### EYFS children (nursery and reception)

- Your child will be dismissed at 3.10pm
- They will be dismissed from the EYFS playground via the gate they came in through.
- Parents will line up outside the gate, maintaining social distancing, whilst the children are being dismissed.
- Parents will carry on out through the car park.

(If you have a child in KS1, pick them up first at 3.05pm then move up to the EYFS gate for 3.10pm dismissal)

### **KS2 siblings (years 3, 4, 5 and 6 brothers and sisters)**

- If you have a children in EYFS or KS1 and they have older siblings, the older siblings will be on the KS2 playground ready for you to collect. This will avoid you have to come round again to collect them.
- Collect your younger children and walk around to the KS2 gate where your child will be ready for you to collect.
- When you have all your children, proceed out through the Johns Lane exit.

### **Lower KS2 children (year 3 and 4) – no younger siblings in school**

- Your child will be dismissed at 3.15pm.
- They will be dismissed from the KS2 playground
- Parents will line up outside the gate, maintaining social distancing, whilst the children are being dismissed.
- Parents will carry on out through the car park.

### **Upper KS2 children (year 5 and 6)**

- Your child will be dismissed at 3.20pm.
- They will be dismissed from the KS2 playground
- Parents will line up outside the gate, maintaining social distancing, whilst the children are being dismissed.
- Parents will carry on out through the car park.

There will be plenty of staff around to direct you to where you need to be. It will take a while to get used to it, but like everything, we'll get used to it in time.

I'm very mindful there is a lot of information for you to process in this letter, that's why I've recorded another video. Please watch the video as this shows you exactly where to go and explains this letter in greater detail.

If you have any questions or are unsure of anything, drop me a line on [headteacher@moathall.staffs.sch.uk](mailto:headteacher@moathall.staffs.sch.uk) and I will try to answer your questions as best I can.

In the meantime, I wish you all a happy summer holiday and, I know all the staff are very excited to be able to welcome you and your children back in September.

Kind regards  
Jane King (Mrs)  
Headteacher